



**ROBBINSVILLE BOARD OF EDUCATION  
SPECIAL MEETING – GOAL SETTING  
TUESDAY, JULY 14, 2009**

**ROBBINSVILLE HIGH SCHOOL  
STUDENT ACTIVITIES CENTER**

**MINUTES**

**BOARD OF EDUCATION – All Members Present**

**Mr. Michael Reca, President  
Mrs. Lainie Potter, Vice President  
Mrs. Carol Boyne  
Mrs. Sharon DeVito  
Mrs. Melissa Foy**

**Mrs. Florence Gange  
Mr. Thomas Halm, Jr.  
Mr. Matthew O’Grady  
Mrs. Faith Silvestrov**

**SUPERINTENDENT OF SCHOOLS**

**Mr. Steven J. Mayer**

**SCHOOL BUSINESS ADMINISTRATOR**

**Ms. Louise B. Davis - Absent**

**I. CALL TO ORDER PUBLIC MEETING**

President Mike Reca called the July 14, 2009 Special Meeting of the Robbinsville Board of Education to order at 5:18 P.M.

**II. STATEMENT OF PUBLIC MEETINGS**

The New Jersey Open Public Meeting Law was enacted to insure the rights of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this act, the Robbinsville Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted in the Trenton Times and the Township of Robbinsville Bulletin Board. In addition, this notice was faxed to the Trenton Times and posted at Windsor School, Sharon School, Pond Road Middle School and Robbinsville High School.

**III. PLEDGE OF ALLEGIANCE**

**IV. ROLL CALL**

All Board Members were present. Superintendent Steven J. Mayer was present.

**V. EXECUTIVE SESSION – 5:20 PM**

*On motion of Mrs. Boyne, and seconded by Mrs. Silvestrov, and carried by a vote of 9-0, the Board voted to adjourn to Executive Session.*

**VI. RECONVENE TO PUBLIC SESSION – 5:47 PM**

*On motion of Mr. Halm, and seconded by Mr. O’Grady, and carried by a vote of 9-0, the Board voted to reconvene to Public Session.*

**VII. WORK SESSION**

**A. District Goals and Objectives**

Board members worked with the Superintendent to establish a foundation for creation of the District Goals and Objectives for the 2009-2010 school year. Discussion items included:

1. Forming an effective working relationship / Importance of BOE support of administration / Importance of establishing trust at all levels;
2. Identifying priorities and key goals;
3. Importance of operational excellence;
4. Importance connecting with community groups throughout the school year;
5. Review of Board processes, i.e.
  - a. Legal Counsel – Attendance at meetings will be limited to complex personnel issues and litigation matters;
  - b. Committee Agendas – All agenda items to be reviewed at committee level prior to monthly BOE meeting;
  - c. Improved filing system – Aristotle Drive;
  - d. Standardized format for minutes of committee meetings;
6. A timeline re: committee meetings agendas / minutes was formulated as follows:
  - a. A discussion between Committee Chair and Administrative Liaison regarding agenda items will take place one week prior to the meeting of the committee;
  - b. The Chair will forward a tentative agenda to committee members for input;
  - c. The final agenda will be posted to Aristotle the Friday before the committee meeting;
  - d. Committee Chairs will be responsible for the drafting and forwarding of minutes to committee members within two business days of the meeting;

- e. Committee members will review and provide input within two business days of receipt of the draft minutes;
  - f. Committee Chairs will finalize the minutes and forward to the entire Board and the Administrative Liaison within the next two business days;
  - g. The Administrative Liaison will post the final version to Aristotle.
7. Weekly Board Updates – To be structured by committee (collaboratively, written internally);
  8. Pace & Cadence of BOE Meetings – Board President to run meetings from start to finish;
  9. Communication Between Meetings - The Superintendent will serve as the conduit for BOE communication, including all contact with the Board Attorney.

## **VIII. BREAK – 7:45-7:59**

### **A. Identifying Committee Work**

#### **1. Community Relations Committee**

- a. Top Priority: Create honest and open dialog between the school district and community in order to build trust;
  - i. Develop a Mission Statement;
  - ii. Spark community engagement and participation in the district;
  - iii. Community outreach
- b. Get Out to Vote Campaign - Key tasks include:
  - i. Successful building referendum;
  - ii. Successful budget
- c. Analysis of Voter Data: A suggestion was made to compare voting districts from 2008 (the budget did not pass) to 2009 (the budget passed);

#### **2. Personnel Committee**

- a. Clearly define hiring practices and protocol;
  - i. Establish a rating sheet for all candidates that reflects district values
- b. Provision of information to the Board including:
  - i. Why an individual is a top candidate;
  - ii. How many applicants;
  - iii. Top three applicants including strengths and weaknesses
- c. Establish a process for adding new positions to the budget, i.e.
  - i. Rational for position including backup plan if not approved;
  - ii. Rank order – Establish a mechanism for prioritizing district-wide hiring needs
- d. Update job descriptions – Identify skill sets to reflect current needs;
- e. Hire based upon candidate flexibility (Area(s) of certification)

### **3. Facilities, Finance & Transportation Committee**

#### a. Facilities

- i. Top Priority: Short term housing – Suggestions include:
  - aa. Phased building;
  - bb. Base project on demographic study;
  - cc. Research lease purchase;
  - dd. Establish a contingency plan
- ii. Re: Facilities Contracts – Committee request for spread sheets detailing dates, amounts, etc.
- iii. September BOE retreat to provide time for in depth discussion regarding the building project;

#### b. Finance

- i. Establish new expectations and provide education regarding fiscal / PO process;
- ii. Mr. Mayer will review processes on effective bill paying procedures and provide a report to the Board;
- iii. Schedule October BOE retreat for budget process

#### c. Transportation

- i. Re: Transportation Contracts – Committee request for spread sheets detailing dates, amounts, etc.;

### **4. Education, Development & Policy Committee**

#### a. Education, Development

- i. Currently, Dr. Foster, Mr. Preston and Mrs. Moffat present curriculum items to the committee for discussion;
- ii. Re: Curriculum review – BOE can select community members / focus groups to participate in process;
- iii. Establish consistent curriculum review process to create continuity and ensure consistency

#### b. Policy

- i. Establish protocol to handle policy updates as they become available from Strauss Esmay;
- ii. Obtain quote from Strauss Esmay to audit policy manual

### **B. Next Steps**

1. Based upon this discussion, President Reca and Mr. Mayer will establish the Superintendent Goals, including benchmarks for measurability, for the both 2009-2010 school year as well as long term goals.
2. Mr. Mayer will identify dates for the retreats on the building referendum and budget process.

**IX. ADJOURNMENT**

*On motion of Mr. O'Grady, and seconded by Mrs. DeVito, and carried by a vote of 9-0, the Board voted to adjourn to the July 14, 2009 Special Meeting of the Robbinsville Board of Education at 9:45 PM.*

**Respectfully Submitted,**

**Steven J. Mayer, Superintendent**